

GAS LINE

Portal Entry for a Mechanical / Gas Piping Permit

A permit is not automatically issued. After you submit the application we will review for approval, once approved you will be able to make a payment. After payment is made, we will process and issue the permit. You can check the status of your permit application by returning to the portal.

- **Sign In** to your portal account at <https://cityviewportal.thorntonco.gov/>
- Click on **Apply for a Building Permit** under Building Department on the top left of the portal home.

Step 1 Permit Application – Description and Type

1. Application Type -select **Mechanical**
2. Nature of work being done- **SKIP (this defaults to Alteration)**
3. Describe Work –**Type in a brief description of the work to be performed**
4. Building Use – **Select Commercial or Residential**
5. Number of Stories – **SKIP**
6. Number of Units – **SKIP**
7. Total Sq. Ft. - **enter 1**
8. Code Year – **SKIP (this defaults to the current code year)**
9. Project Name – **SKIP (not required)**
10. Type of Work – select **Gas Piping**
11. Owner Builder – **Select No if a contractor is doing the work**
Select Yes if the property owner is doing the work
12. Click on **Next Step**

Step 2 Description of Work

NOTE: Do not enter a dollar sign. If the labor and material costs have not yet been determined, enter 0

1. Gas Piping (MH) LN FT: **enter the linear feet**
2. Labor Cost: **Enter the total labor cost.** If homeowner is doing the work enter 0
3. Material Cost: **Enter the total material cost.**
4. Click on **Next Step**

Step 3 Location of Work Being Done

1. Search for an Address: **Start typing the street address for the project, then select it from the drop down.**
2. Click on **Next Step**

Step 4 Contacts

1. The Applicant name will auto populate using your registration information.
2. The Property Owner(s) will auto populate. If there is a discrepancy you may proceed but remember to notify the Building Inspection Division if the information needs to be updated.

INSTRUCTIONS CONTINUE ON THE NEXT PAGE

3. If a contractor is doing the work, click the [Add Business/Contact From Address Book](#) hyperlink.
 - a. Select “Mechanical Contractor” as the contact type for the Mechanical Contractor.
 - i. A plumbing contractor is also allowed for this type of permit.
 - b. Search for and select the contractor’s business name from the address book.
 - c. Click “Add This Contact”

NOTE: If you are applying as a contractor, you still need to add your company as a contractor even if you are already listed as the Applicant.

4. Click on **Next Step**

Step 5 Upload Files

1. Under the **One-Line** file type, **click the Browse button, find and double click to select and upload your plan(s).**
2. Click on **Next Step**
3. An **Uploads Complete** reminder box will pop up, click **OK**

Step 6 Review and Submit

1. Review your application. If you need to make any corrections click on the “Previous Step” button at the bottom of the page.
2. Read and sign the application using the “Do you agree?” drop down box. Select **Yes**.
3. Click on **Submit Application**.

This completes the submittal process.

To track the status of your application:

- Sign into your portal account
- Click on the My Items link at the top of the portal home page
- Click on the My Permit Applications heading
- Find the permit application to view the status